



Kendriya Vihar-II Apartment Owners' Association

Community Centre-1, Kendriya Vihar-II, Plot No.3, Sector-82, Noida-201304, U.P.

(Website: www.noidakv2.org ; E-mail: noidakv2@gmail.com ; Tel: 0120-2463700)

KV-II/CCTV/2019-20

Dated: 20th September 2019

NOTICE FOR INVITING TENDER (NIT)

Tender is invited from the registered company / firm in a sealed envelope superscribing Tender No. KV-II/CCTV/2019-20 Dated: 20th September 2019 for "Comprehensive Annual Maintenance Contract for existing CCTV Surveillance System installed at Kendriya Vihar-II, Sector-82, NOIDA.

| | |
|---|---|
| Tender no. & date | KV-II/CCTV/2019-20 Dated: 20 th September 2019 |
| Security Money | Rs. 20,000/- (Rs. Twenty Thousand only) in favor of KV-II AOA payable at NOIDA through DD. Security Money to be deposited along with Technical Bid AND Financial Bid. |
| Cost of Tender Document | Rs.500/- + (excl. GST) |
| Last Date and Time of submission of tender | Up to 06:00 PM on 05.10.2019. |
| Validity of Offer | 30 days from the date of opening of the price Bid |
| Annual Maintenance Contract (AMC) | One year |
| Date and Time for Tender Opening at 04:00 PM | 06.10.2019 |
| Contact Person for Further Communication | AOA Office, KV –II, Sector-82, NOIDA Contact No: 0120-4984693 |

SECTION I

ELIGIBILITY CRITERIA

- a) At least 3 years' experience in doing similar business viz., sales, installation and maintenance of CCTV surveillance Systems.

Supporting document(s) to be enclosed for above or else bids will be rejected

- 2.0** AOA, KV-II reserves the right to accept or reject any quotation, and to annul the quoting process and reject all quotations, at any time prior to the award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Company/Firm or Company/Firms on the grounds for the Purchaser's action.
- 2.1** Bidders are advised to inspect the system in KV-II during working hours before quoting rates.

SECTION II

SCOPE OF WORK AND SERVICE

- A. The service provider should agree to maintain in working condition the installed cameras and accessories and suggest the material if any required for the smooth functioning of the equipments.
- B. The service provider shall provide service from 09:00 AM to 06:00 PM, **Monday to Sunday**, to keep the equipment in good working order. The repair works shall be carried out at the location of the equipment except in exceptional circumstances when the equipment or any component may be required to be taken out for repairs in workshop at no extra cost to AOA, KV-II.
- C. Maintain the systems inventory details in proper manner.
- D. Scheduled Preventive Maintenance (SPM) once in every Month. Service Provider would maintain the Job Card for the PM. The (SPM) Job Card has to be signed by the owner of the equipment & the designated System Engineer.
- E. Unscheduled, corrective and remedial maintenance service to set right the malfunctions of the system. This includes replacement of unserviceable parts. The parts replaced will either be a new part or equivalent in performance to new part.
- F. Comprehensive maintenance for the following camera and equipments installed in KV-II, Sector-82, NOIDA.

| S.No | Items | Description of Items | Qty |
|------|-----------------------------|--|-----|
| 1 | CCTV CAMERA | (1.3 MP HQIS Pro Sensor, 25/30 fbs @720 P DWDR Day/Night (ICR), AWD, AGC, BLC, 3 D-DNR, 6 MM fixed lens high quality color AHD Dome Camera – Make – Q See USA) | 165 |
| 2 | DVR | (4 Channel AHD DVR upto 4 camera with 1080p Real time, H 264 dual stream Video compression, support 1 SATA HDD upto 4 TB, 2 USB 2.0 Make – Q – See USA) | 40 |
| 3 | HARD DISK | | 40 |
| 4 | BNC CONNECTOR | | 330 |
| 5 | POWER SUPPLY (CAMERA + DVR) | | 74 |
| 6 | UPS | | 36 |
| 7 | EXTENSION BOARD | | 36 |

SECTION III

INSTRUCTIONS, GENERAL AND SPECIAL TERMS & CONDITIONS TO BIDDERS

Definitions:

- a) "The First Party" means AOA, KV-II.
- b) "The Bidder" (Second Party) means the individual or firm or Service provider who participates in this tender and submits its bid.
- c) "The Service Provider" means the individual or firm supplying the services under the contract.
- d) "The Services" means all the services and/or other materials, which the Supplier is required to supply to the AOA, KV-II under the contract.
- e) "The Contract Order" means the order placed by the AOA, KV-II on the Supplier signed by the AOA, KV-II including all attachments and appendices thereto and all documents incorporated by reference therein. The contract order shall be deemed as "Contract" appearing in the document.
- f) "The Contract Price" means the price payable to the Supplier under the contract order for the full and proper performance of its contractual obligations.

General

The Tender shall be submitted in two parts

- (i) **Technical Bid**
- (ii) **Financial Bid**

AOA, KV-II reserves the right to revise or alter the scope of work before acceptance of any bid. In case the services offered deviates from the scope of services as described in this NIT, the Bidder should describe unambiguously in what respect and to what extent the services offered by him differs from our specification even if the deviation is not very material.

Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the offer and AOA, KV-II shall in no case be responsible or liable for such costs regardless of the result of the tendering process.

The Bid Documents

The services required, bidding procedures and contract terms are prescribed in the Bid Documents. The Bid Documents include:

- a) Notice Inviting Tender (Section I).
- b) Scope of Work (Section-II).
- c) Instructions, General conditions & Special Conditions to the Bidders (Section III).
- d) Technical Bid – Bid Particulars (Form A1).
- e) Technical Bid – Technical – Compliance Statement for Eligibility Criterion (Form A2).
- f) Technical Bid – Technical - Terms and conditions as agreed. (Form A3).
- g) Financial Bid - Commercial for AMC of Computers and Peripherals (Section IV).

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid.

Documents to be enclosed with the Financial Bid: -

The Prices quoted in the Financial Bid should be inclusive of all taxes, duties, and expenses payable to any party or Government. **Statements such as "Taxes as applicable" will not be entertained.**

The Technical and Financial bids will be opened in the presence of the authorized representative of the bidder. The person intending to attend the opening should bring authorization letter for the same from the company.

Amendments of Bid Documents

AOA, KV-II reserves the right to make revisions or amendments to the tender documents prior to the closing date of the tender. Such revisions or amendments shall be announced by an addendum or addenda. In such case, the addendum shall include an announcement of the new closing date set for the submission of offers, if any.

The amendments shall be notified on noidakv2@gmail.com These amendments will be binding on bidders.

In order to afford the prospective dealers, reasonable time to take the amendments into account in preparing their bids, the AOA KV-II may, at its discretion, extend the deadline for the submission of bids suitably.

BID PRICES

The minimum price of the maintenance of Cameras and equipment under service contract would be Rs. 1.5 Lakh + GST half yearly. The bidder has to deposit security money of Rs. 20,000/-.

The bidder shall give the total composite price inclusive of all levies & taxes, packing, forwarding, freight and insurance etc. The basic unit price and all other component of the price need to be individually indicated against the services/services it proposes to supply under the contract. Prices of incidental services should also be quoted. The offer shall be firm in Indian Rupees. No Foreign exchange will be made available by the AOA, KV-II.

The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

The unit prices quoted by the bidder shall be in sufficient detail to enable the AOA KV-II to arrive at prices of services offered.

No increase, decrease, reduction or any other change in the prices or conditions shall be acceptable after opening of the Bids.

Format, signing and marking of bids:

The Bid shall be typed or printed and all the pages numbered consecutively and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. **All pages of the original bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid. The Technical and Financial bids submitted shall be sealed properly.**

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

The envelope shall be addressed to the AOA, KV-II at the following address:

**Secretary,
Apartment Owners' Association(AOA), Kendriya Vihar -II, Sector-82, NOIDA-201304
E-mail: noidakv2@gmail.com**

Submission of bids:

Bidders may submit the bid upto 05.10.2019 by 06:00 PM and opening of technical bid on 06.10.2019 at 04:00 PM. If the opened technical bid is found to be order then only financial bid would be opened.

Award of contract:

AOA, KV-II shall consider placement of Work Orders for one year on the successful bidder whose offers have been found technically and financially acceptable and whose services have been validated.

Acceptance of Bid:

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

A Technical Committee may be constituted to scrutinize/finalize the Contract. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

Issue of Contract:

The issue of contract order shall be issued by AOA KV-II after finalization of bids process in favor of successful bidder.

Security Money: -

Security Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) in form of a crossed banker's cheque, Bank Draft favoring "KV-II AOA" drawn on any 'Nationalized Bank payable at NOIDA be accompanied with the Technical Bid and Financial Bid failing which the offer will not be considered. The said Security Deposit will be refunded to unsuccessful bidders. Please note that without security deposit by the bidder, his/her bid will be rejected.

Inspection of Site:

The AOA KV-II shall have the right to inspect the infrastructure of the Bidder

Prices:

- a) Prices charged by the Supplier for services performed under the contract shall not be higher from the prices quoted by the Supplier in his Bid.
- b) Price once fixed will remain valid for the period of contract. Increase and decrease of taxes and other statutory duties will not affect the price during this period.

Changes in Work Orders:

The AOA KV-II may, at any time, by a written order given to the Bidder, make changes within the general scope of the contract in any one or more.

Termination:

Either Party may terminate the contract for cause if the other Party breaches this contract or is in default of any of the provisions thereof, or for any other reason specified herein, by giving a written notice of termination to the Party in breach or default of the contract, at any time without assigning any reasons as to become effective, and such termination shall become effective on the date specified in the said notice unless such breach or default shall be corrected within fifteen (15) days of the giving of such notice of termination or within such longer period of time for correcting the breach or default as may be mutually agreed in writing for that purpose

Bidder should submit the performance report for the last three years along with the copy of orders executed.

Contract Period

The contract between AOA, KV-II and vendor shall be valid for a period of one year from the date of acceptance of AMC contract by the successful followed with signed agreement by the bidder.

This contract may be renewed further for period of one year with same terms and conditions, provided AOA, KV-II is satisfied with the services of Service Provider or on the terms & conditions mutually agreed by AOA, KV-II and Service Provider. The Service Provider shall not have any objection regarding the third party hardware installation by AOA, KV-II during the contract period.

Terms of Payment

No advance payment in any case would be made to the firm.

Payment will be made on half yearly basis i.e. at the end of every six months, through Cheque only after satisfactory performance.

The payment would be made against the invoice (in duplicate) mentioning the details of equipment that come in the maintenance.

The payment would be made after deducting necessary taxes applicable, if any.

Dispute Resolution:

i. Conciliation:

At the outset parties shall endeavor to resort to conciliation proceedings to reach an amicable settlement. The parties agree to attempt to resolve all disputes arising under the Agreement, equitably, in good faith and using their best endeavors. To this end, the parties agree to provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate discussions between them/their representatives or senior officers. This exercise may be conducted first.

ii. Arbitration:

In case conciliation proceedings do not fructify, arbitration shall be resorted. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity of the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by President, AOA, BOM, KV-II. The provisions of Arbitration and Conciliation Act -1996 shall apply to such arbitration proceedings and the award made in pursuance thereof shall be binding on the parties. The venue of arbitration shall be NOIDA. The language of the arbitration shall be English.

iii. Exclusive Jurisdiction:

The parties hereto agree that any matter or issues arising hereunder or any dispute hereunder shall be subject to the exclusive jurisdiction of the courts of **NOIDA only**.

Fraud Prevention Commitments of Bidder(s) / Contractor (s) Buyers(s)/Vendor(s):

The Bidder(s) / Contractor(s)/Buyer(s)/Vendor(S) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with AOA KV-II. They agree and undertake to observe the principles/provisions as laid down in "Fraud Prevention Policy" of AOA, KV-II (Full text of which is available with AOA, KV-II during their participation in the tender process, during the execution of contract and in any other transactions with AOA, KV-II.

- a. The bidder(s)/ Contractor (s)/Buyers(s) Vendor(s) shall not directly or through any other person or firms, offer, promise or give or otherwise allow any of AOA, KV-II's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b. The bidder(s)/contractor(s)/vendor(s) shall not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

- c. The bidder(s)/contractor(s)/Buyers(s) Vendor(s) shall not commit or allow any employee of AOA, KV-II to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act, further the bidder(s)Contractor (s) buyers(s) vendor(s) will not use improperly or allow any employee(s) of AOA, KV-II, for purposes of competition or personal gain or pass on the other, any information or documents provided by AOA, KV-II as part of the business relationship, including information contained or transmitted electronically.
- d. The bidder(s)/contractor(s)/buyer(s)/vendor(s) shall not instigate third persons to commit offences/activities outlined in fraud prevention policy or be an accessory to such offences.
- e. The bidder(s)/contractor(s)/buyer(s)/vendor(s) if in possession of any information regarding fraud /suspected fraud, hereby agree and undertake to inform AOA, KV-II of same without any delay.

Disqualification from tender process and exclusion from future contracts : If the bidder(s)/contractor(s) before award or during execution has committed a transgression through a violation of Clause above of “fraud prevention Policy” of AOA, KV-II in any other form such as to put their reliability or credibility in question, AOA, KV-II other than taking recourse available under law, shall be entitled to disqualify the Bidder(s)/Contractors(s)/Buyer(s) vender(s) from undertaking any transaction with AOA, KV-II and/or declare the bidder(s)/contractor(s) ineligible to be awarded a contract either indefinitely or for a stated period of time.

Damages: If AOA, KV-II has disqualified the bidder(s) from the tender process prior to the award or during execution, AOA, KV-II shall be entitled to demand and recover from the contractor liquidated damages or the contract value.

Delays in the bidder’s performance:

- i) Delivery of the Services and performance of the activities mentioned in the Contract shall be made by the Bidder in accordance with the time schedule specified in the Contract and Scope of Work.
- ii) Delay by the Bidder in the performance of its obligations shall render the Bidder liable to any or all of the following sanctions: -
 - a) Imposition of Penalty as decided by BOM.
 - b) Termination of the Contract for default.

Technical Bid

FORM A1

BIDDER'S PARTICULARS

| | | |
|----|--|--|
| 1. | Name of the Company /Firm / Sole Proprietorship | |
| 2. | Registered office Address | |
| 3. | Office for correspondence: Contact person's name: Designation: Address: Telephone No/s, Mobile No.: Fax No/s: E-mail ID: | |

Technical Bid

FORM A2

Compliance Statement for Eligibility Criterion

| S.No. | Description | Compliance (Y/N) | Documents attached, if any (Details) |
|--------------|--|-------------------------|---|
| 1 | At least 3 years' experience in doing similar business viz., sales, installation and Maintenance of CCTV surveillance Systems. | | |
| 2 | The bidder must be an Indian entity and registered in India as a partnership/proprietorship/Company under the Companies Act (2013). (Relevant supporting documents i.e. Copy of Certificate of Incorporation issued by Registrar of Companies, Article & Memorandum of Association/partnership deed, PAN Card., VAT/ Service Tax registration certificate to be submitted). | | |
| 3 | Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required). | | |

Technical Bid

FORM A3

TERMS AND CONDITIONS AS AGREED

Ref No. : KV-II/CCTV/2019-20 Dated: 20th September 2019

Our Company/Firm is agreeable to the terms and conditions of the RFP. A copy of the same duly signed by us is attached.

Signature:

Name:

Designation:

Company / Firm:

Date:

Place:

SECTION – IV

(Financial Bid)

Commercials for AMC of CCTV Surveillance System

| S.No | Items | Description of Items | Qty |
|-------------|-----------------------------|--|------------|
| 1 | CCTV CAMERA | (1.3 MP HQIS Pro Sensor, 25/30 fbs @720 P DWDR Day/Night (ICR), AWD, AGC, BLC, 3 D-DNR, 6 MM fixed lens high quality color AHD Dome Camera – Make – Q See USA) | 165 |
| 2 | DVR | (4 Channel AHD DVR upto 4 camera with 1080p Real time, H 264 dual stream Video compression, support 1 SATA HDD upto 4 TB, 2 USB 2.0 Make – Q – See USA) | 40 |
| 3 | HARD DISK | | 40 |
| 4 | BNC CONNECTOR | | 330 |
| 5 | POWER SUPPLY (CAMERA + DVR) | | 74 |
| 6 | UPS | | 36 |
| 7 | EXTENSION BOARD | | 36 |